INTERDISCIPLINARY ROTATING TOPICS: EMBROIDERY

Course Number & Section: ASTU 3000-504  Instructor Name: Amie Adelman
Course Meeting Location: ART 468 & Zoom                Email: Amie.Adelman@unt.edu
Course Meeting Days: Tuesdays & Thursday
Course Meeting Times: 8:00-10:50
Term & Year: Spring 2021

Canvas
This course will be available on the UNT Instructure portal. You will be able to print reference material, handouts, assignments, and syllabus. Access login page at https://unt.instructure.com

Communication Expectations
While I want to make myself available as much as possible to each of you, I have to place some limitations on contacting me. General questions should go through the Q & A forum in the Discussion Board area on Canvas. Either I will answer it, or one of your classmates will. This way, we can all benefit from the questions asked. You may also want to find someone you can regularly communicate with in the course.

If you have a private question, please contact me via email, and I will do my best to respond within 24 hours Monday through Friday. Please do not expect a response over the weekend.

Course Description *
Topics vary each semester—interdisciplinary and inter-media approaches to art-making. Courses offer an integrated, multidimensional approach to art-making by introducing historical and contemporary references in arts, criticism, and curation.

Embroidery dates to 30,000 BC; in many cultures, it conveyed rank and social standing. Today contemporary artists use embroidery to make environmental, political, and social statements. This course aims to develop an artistic voice, master techniques, and broaden the definition of embroidery by using unexpected materials and processes to create two-dimensional and three-dimensional forms.

Course Prerequisites
ART 1600, ART 1700, ART 1800, ART 1900, and five (5) of the following courses: ASTU 2101, ASTU 2102, ASTU 2201, ASTU 2202, ASTU 2401, ASTU 2402, ASTU 2701, ASTU 2601, ASTU 2602, ASTU 2501, ASTU 2502, ASTU 2801, ASTU 2802.

Course Content & Schedule Changes
The course schedule reflects expected class progress in course subject matter and is considered tentative. The course schedule is subject to change in content and scope at the Course Instructor’s discretion.
Course Structure
Due to the class size and social distancing needs within the classrooms, remote and on-site instruction is imperative. Teaching some course objectives synchronously using Canvas. If eleven or more students enroll in the course, the class will be divided into two groups, Group A will meet in-person on Tuesdays, and Group B will meet in-person on Thursdays.

Course Objectives
Upon successful completion of this course, learners will be able to:
• Recall critical aspects of hand and machine embroidery traditions and contemporary art techniques.
• Identify hand and machine embroidery tools and techniques.
• Explore the expressive possibilities of various techniques available to contemporary makers.
• Create artworks demonstrating technical skill and disciplinary knowledge.
• Apply the vocabulary of art, design, and embroidery to the critique and analyze one’s work and others’ artworks.
• Develop the ability to evaluate concepts, formal aspects (elements and principles), and craftsmanship of your work and the work of others.

COURSE REQUIREMENTS *
Stay organized by maintaining a separate notebook for each studio class, including samples, sketches, research, and notes.

Sample 1 – Hand Embroidery
• Correctly use tools while learning hand embroidery techniques.
• Complete a hand embroidery sample.
• Upload images of the samples to Canvas.

Sample 2 – Three-Dimensional Hand Embroidery
• Correctly use tools and materials while learning how to create three-dimensional hand embroidery forms.
• Complete three-dimensional hand-embroidery samples.
• Upload images of the samples to Canvas.

Sample 3 – Machine Embroidery
• Correctly use equipment, tools, and materials while learning machine embroidery techniques.
• Complete machine embroidery samples.
• Upload images of the samples to Canvas.

Assignment 1 – Line and Shape
• If needed, make samples to guide you in discovering your aesthetic and concept.
• Present your research to the class through a PowerPoint presentation.
• Present a proposal for the project.
• Complete a series of idea sketches.
• Apply one or more of the class techniques to create contemporary artwork.
• Accurately mount or display the artwork.
• Upload two images of the sample to Canvas.
  o For two-dimensional pieces, upload an overall image and a detail.
  o Form three-dimensional pieces upload two different views of the artwork.

Assignment 2 - Texture
• If needed, make samples to guide you in discovering your aesthetic and concept.
• Present a proposal for the project.
• Present your research to the class through a PowerPoint presentation.
• Complete a series of idea sketches.
• Apply one or more of the class techniques to create contemporary artwork.
• Accurately mount or display the artwork.
• Upload two images of the sample to Canvas.
  o For two-dimensional pieces, upload an overall image and a detail.
  o Form three-dimensional pieces upload two different views of the artwork.

Assignment 3 – Value and Color
• If needed, make samples to guide you in discovering your aesthetic and concept.
• Present a proposal for the project.
• Present your research to the class through a PowerPoint presentation.
• Students will share the outcome of their research with the class via Zoom.
• Complete a series of idea sketches.
• Apply one or more of the class techniques to create contemporary artwork.
• Accurately mount or display the artwork.
• Upload two images of the sample to Canvas.
  o For two-dimensional pieces, upload an overall image and a detail.
  o Form three-dimensional pieces upload two different views of the artwork.

Image List
• Create an image list.
• Upload the image list to Canvas.

Professional Images of Student Artwork
Documenting artwork is an integral part of a successful studio practice. Therefore, each student will be required to submit images of samples and assignments. Although professional images are preferred, taking photographs with your phone will be accepted.
• Due to social distancing requirements, the Photo Documentation Room will not be available.

Assignments & Assessments *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion – Introduce Yourself</td>
<td>10</td>
</tr>
<tr>
<td>Syllabus Agreement Form – Sign and Upload to Canvas</td>
<td>10</td>
</tr>
<tr>
<td>Health and Safety Form – Sign and Upload to Canvas</td>
<td>10</td>
</tr>
<tr>
<td>Permission to Use Artwork Form – Sign and Upload to Canvas</td>
<td>Extra Credit</td>
</tr>
<tr>
<td>Sample 1 - Hand Embroidery Samples (stitches, gradation, design)</td>
<td>50</td>
</tr>
<tr>
<td>Sample 2 – Digital Print</td>
<td>50</td>
</tr>
<tr>
<td>Sample 2 – Longarm Embroidery on Digital Print</td>
<td>50</td>
</tr>
<tr>
<td>Sample 3 - Machine Embroidery Samples (distortion, color, gradation, heat transfer)</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 1 - Proposal</td>
<td>100</td>
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<td>Assignment 1 - Artist Research</td>
<td>25</td>
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<tr>
<td>Assignment 1 - PowerPoint Presentation</td>
<td>50</td>
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<tr>
<td>Assignment 1 - Artwork</td>
<td>100</td>
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<td>Assignment 2 - Proposal</td>
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<td>Assignment 2 - Artist Research</td>
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<td>Assignment 2 - PowerPoint Presentation</td>
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<td>Assignment 2 - Artwork</td>
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<td>Assignment 3 - Proposal</td>
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<td>Assignment 3 - Artist Research</td>
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<td>Assignment 3 – PowerPoint Presentation</td>
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<tr>
<td>Assignment 3 - Artwork</td>
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<td>Image List</td>
<td>25</td>
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<tr>
<td>SPOT Evaluation – Upload Confirmation to Canvas</td>
<td>Extra Credit</td>
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<tr>
<td>Total</td>
<td>1130</td>
</tr>
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**Course Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
</tr>
</thead>
</table>
| 1    | Tues | Jan 12 | **Zoom Meeting**  
Introduce Class  
Read Syllabus  
Health & Safety  
To-Do List  
• Sign and upload the Syllabus Agreement Form to Canvas  
• Sign and upload the Health & Safety Form to Canvas  
• Sign and upload Permission to Use Artwork Form to Canvas  
• Introduce yourself on Canvas  
• Take CVAD Fabrication Lab Safety Training |
| Thurs | Jan 14 | | Create Seating Chart  
Demo  
• Hand Embroidery Stitches  
  o Couching  
  o Running stitch  
  o Split stitch  
  o Satin stitch  
  o French knot  
• Gradation Sampler  
• Design Sampler  
Bring  
• Cotton fabric (white or light in color) about 12” x 12” |
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<tr>
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<tbody>
<tr>
<td></td>
<td>Embroidery needles</td>
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<tr>
<td></td>
<td>Embroidery hoop</td>
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<tr>
<td></td>
<td>Embroidery floss (do not use pearl cotton or metallic)</td>
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<tr>
<td></td>
<td>Embroidery scissors</td>
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<tr>
<td></td>
<td>6”, 7” or 8” Embroidery hoop (choose wood over plastic)</td>
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<tr>
<td><strong>To-Do List (For Sample 2 – Complete outside of class)</strong></td>
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<tr>
<td></td>
<td>Watch the demo on how to use longarm quilting machine</td>
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<td></td>
<td>Watch the demo on how to use the large format digital printer</td>
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<td></td>
<td>Watch the demo on how to use the steamer</td>
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<tr>
<td></td>
<td>Create an image to be printed on the large format fabric printer</td>
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<tr>
<td></td>
<td>Print image on large format fabric printer</td>
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<tr>
<td></td>
<td>Steam printed fabric</td>
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</tbody>
</table>

2 Tues Jan 19

- Continue working on the hand-embroidery sample in class
- Work on Digital Printing and Longarm Embroidery outside of class

**Due**

- Sign and upload the Syllabus Agreement Form to Canvas
- Sign and upload the Health & Safety Form to Canvas
- Sign and upload Permission to use Artwork Form to Canvas

**Demo**

- Painting canvas for machine embroidery

**Bring**

- Pencil
- Paintbrushes
- Acrylic paint (primary colors in the classroom)
- Container for water
- Palette (or surface to mix paint on)

**To-Do List**

- Watch the demo on how to use the sewing machine

**Thurs Jan 21**

- Demo
  - How to use a sewing machine
  - Free -Motion embroidery
  - Distortion sample
  - Color mixing sample
  - 3 Gradation samples (warp, weft, bias)

**Bring:** Thread that matches your paint samples

**To-Do List**

- Create a Heat Transfer Image
- Print the image on heat transfer paper

3 Tues Jan 26

- Work on samples in class

**Thurs Jan 28**

- Demo: Heat transfer
  - Machine embroidery over an image
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Action</th>
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<tbody>
<tr>
<td>4</td>
<td>Tues</td>
<td>Feb 2 Work on samples in class</td>
</tr>
<tr>
<td></td>
<td>Thurs</td>
<td>Feb 4 <strong>Zoom</strong> – Individual Meeting – Proposal Discussion</td>
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<td>Due</td>
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<td></td>
<td></td>
<td>• Assignment 1 Artist Research</td>
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<td>• Assignment 1 Proposal</td>
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<td>5</td>
<td>Tues</td>
<td>Feb 9 <strong>Zoom</strong> – PowerPoint Presentations</td>
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<tr>
<td></td>
<td></td>
<td>Due: Assignment 1 - PowerPoint Presentation – Upload to Canvas</td>
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<tr>
<td></td>
<td>Thurs</td>
<td>Feb 11 Due</td>
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<tr>
<td></td>
<td></td>
<td>• Sample 1 - Hand Embroidery</td>
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<td>• Sample 3 – Machine Embroidery</td>
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<tr>
<td>6</td>
<td>Tues</td>
<td>Feb 16 Finishing techniques for hand and machine embroidery</td>
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<td></td>
<td>Thurs</td>
<td>Feb 18 Work on Assignment in class</td>
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<tr>
<td>7</td>
<td>Tues</td>
<td>Feb 23 Work on Assignment in class</td>
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<tr>
<td></td>
<td>Thurs</td>
<td>Feb 25 Due</td>
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<td></td>
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<td>• Sample 2 – Digital Printing &amp; Longarm Embroidery</td>
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<td>Work on Assignment in class</td>
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<tr>
<td>8</td>
<td>Tues</td>
<td>Mar 2 Work on Assignment in class</td>
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<td>Thurs</td>
<td>Mar 4 <strong>Zoom</strong> – Assignment 1 Critique</td>
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<td>Tues</td>
<td>Mar 9 <strong>Zoom</strong> – Individual Meeting – Proposal Discussion</td>
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<td>Due</td>
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<td>• Assignment 2 Artist Research</td>
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<td>• Assignment 2 Proposal</td>
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<td></td>
<td>Thurs</td>
<td>Mar 11 <strong>Zoom</strong> – PowerPoint Presentations</td>
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<td>Due: Assignment 2 - PowerPoint Presentation</td>
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<tr>
<td>10</td>
<td>Tues</td>
<td>Mar 16 Work on Assignment in class</td>
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<tr>
<td></td>
<td>Thurs</td>
<td>Mar 18 Work on Assignment in class</td>
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<tr>
<td>11</td>
<td>Tues</td>
<td>Mar 23 Work on Assignment in class</td>
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<td></td>
<td>Thurs</td>
<td>Mar 25 Work on Assignment in class</td>
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<tr>
<td>12</td>
<td>Tues</td>
<td>Mar 30 <strong>Zoom</strong> – Assignment 2 Critique</td>
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<td></td>
<td>Thurs</td>
<td>Apr 1 <strong>Zoom</strong> – Individual Meeting – Proposal Discussion</td>
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<td></td>
<td>Due</td>
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<tr>
<td></td>
<td></td>
<td>• Assignment 3 Artist Research</td>
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<td></td>
<td></td>
<td>• Assignment 3 Proposal</td>
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<tr>
<td>13</td>
<td>Tues</td>
<td>Apr 6 <strong>Zoom</strong> – PowerPoint Presentations</td>
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<tr>
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<td></td>
<td>Due: Assignment 3 - PowerPoint Presentation</td>
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<tr>
<td></td>
<td>Thurs</td>
<td>Apr 8 Work on Assignment in class</td>
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<tr>
<td>14</td>
<td>Tues</td>
<td>Apr 13 Work on Assignment in class</td>
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<tr>
<td></td>
<td>Thurs</td>
<td>Apr 15 Work on Assignment in class</td>
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<tr>
<td>15</td>
<td>Tues</td>
<td>Apr 20 Work on Assignment in class</td>
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<tr>
<td></td>
<td>Thurs</td>
<td>Apr 22 Due: Image List</td>
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<tr>
<td>16</td>
<td>Mon</td>
<td>Apr 26 Due: Assignment 3 at 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Tue</td>
<td>Apr 27 <strong>Zoom</strong> - 8:00-10:00 Finals – Assignment 3 Critique</td>
</tr>
</tbody>
</table>
Required & Optional Course Supplies*

General Materials
- 1” Notebook with plastic sleeves to hold samples
- Container to hold supplies
- Pen
- Pencil
- Colored pencils for sketching (I like Prisma Colors)
- Found Materials
- Face mask

Supplies Needed to Work at Home
- Iron
- Ironing board or mat
- Sewing machine with the free-motion ability
- Sewing machines can be checked out from the CVAD Computer Lab. Reserve a sewing machine at https://itservices.cvad.unt.edu/equipment
- Three sewing machines are available for check out from the UNT’s Maker Space located in the library: https://guides.library.unt.edu/spark/sewing
- Singer has basic sewing machines starting at $250: https://www.singer.com/machines/heavy-duty

Hand Embroidery
- Embroidery needles
- Embroidery hoop
- Embroidery scissors (I like Gingher)
- DMC Embroidery Floss (do not purchase metallic or pearl cotton)
- Lightweight cotton fabric

Machine Embroidery
Sewing machine with the free-motion ability (must be able to drop feed dogs)
- Free-motion foot for sewing machine
- A free-motion foot for Singer sewing machines can be checked out from the CVAD Computer Lab at https://itservices.cvad.unt.edu/equipment
- Sewing Machine needles (jeans or denim 90/14 or 100/16)
- Bobbins (Singer, 4, Class 15, Transparent)
- Thread (Coats Dual Duty, All-Purpose) – black, white, gray, and lots of various colors and values
- Embroidery Scissors
- Heat Transfer Paper
- Fabric (lightweight cotton/poly blend fabric)
- Canvas (small pieces 15” x 12”)
- Acrylic paint
- Container for water
- Paintbrushes
- Paint palette

* Additional supplies may be needed to complete the assignment successfully.
Minimum Technology Requirements
- Computer, laptop, or tablet
- Webcam on computer or phone
- Digital camera or smartphone camera
- Reliable internet access
- Speakers
- Microphone
- Computer Skills & Digital Literacy
- Printer

Canvas Technical Requirements
- https://clear.unt.edu/supported-technologies/canvas/requirements

Technical Skill Requirement
- Ability to upload jpg, pdf, doc, and docx to Canvas
- Using Canvas
- Using email with attachments
- Using PowerPoint

Required Readings *
Library and internet research that applies to individual study and personal aesthetics.

Suggested Readings (not required)
Embroidery
- Kelly, Anne. Textile Nature: Textile Techniques and inspirations from the natural world. Batsford,
• Wesley-Smith, Claire. Slow Stitch: Mindful and contemplative textile art. Batsford, 2015.

Digital Printing

Longarm Machine Quilting

Machine Embroidery

Ebooks Available at the UNT Library
  o https://discover.library.unt.edu/catalog/b6732055
• Fowler, Cynthia. Modern Embroidery Movement. Bloomsbury Academic, 2018
  o https://iii.library.unt.edu/record=b6732013~S12
  o https://discover.library.unt.edu/catalog/b5779967
Websites
• Embroiderer’s Guild of America: https://egausa.org/

Attendance Policy *
• Regular and punctual attendance is mandatory.
• Three absences (excused or unexcused) will be accepted. After three absences, your final grade will be lowered for each class day missed.
• More than three absences will require a note from a doctor or the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences)
• More than three absences will lower your final grade by one letter grade per additional absence (4 or more)
• Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, you will need to notify me to replace an absence with a tardy at the end of the class period. Two tardy will constitute an absence.
• Plan on receiving a tardy for:
  o Arriving 5 minutes after the beginning of class.
  o Leaving early.
  o Arriving late or unprepared to work.
  o Studying for other classes.
  o Making artwork for other classes
  o Reading from your phone, tablet, book, newspaper, or magazine that is not related to the Assignment or course.
  o Sleeping in class.
  o Receiving or making calls on your cell phone.
  o Leaving the building to park your car or other function unrelated to the class.
  o Leaving class to purchase art supplies.
• Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor’s excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
• Critiques missed may not be made up.
• Grades will reflect a failure to participate in the critique discussions.
• COVID-19 impact on attendance:
  o While attendance is expected as outlined above, all of us need to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you cannot attend class because you are ill or issues regarding COVID-19. It would help if you communicated with me before being absent as to what may be preventing you from coming to class, so I may be able to accommodate your request to be excused from class.
  o If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please seek medical attention from the
Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an integral part of succeeding in this class, your health and the health of others in the community are more important.

Class Participation
- Attend class.
- Complete all the required assignments.
- Participate in class discussions.
- Maintain a classroom environment that is conducive to learning.
- To ensure that everyone has an opportunity to gain from time spent in class unless otherwise approved by the instructor, you are prohibited from:
  - Making offensive remarks.
  - Engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a request to leave class, which will count as an unexcused absence.

Rules of Engagement
Here are some general guidelines on interacting with your professor and with each other:
- You may call me by my first name.
- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar (including discussion boards).
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Use standard fonts such as Arial, Calibri, or Times New Roman and use a size 10 or 12 point font.
- Please avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or☺.
- Be cautious when using humor or sarcasm, as the tone is sometimes lost in an email or discussion post, and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via email.
- See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Late Work
Late assignments will not be accepted unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or another event if approved by the instructor or for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).

Grading
A (90 – 100%) = Excellent – The student performs well above the minimum criteria.
B (80 – 89%) = Above Average – The student meets all assignment goals and objectives.
C (70 – 79%) = Average – mixed strengths and weaknesses relating to assignment goals and
objectives.

D (60 – 69%) = Below Average – lacking in an initiative to explore assignment goals and objectives. A grade of “D” is considered passing but does not satisfy degree requirements.

F (0 – 59%) = Failure – does not indicate an understanding of materials or techniques. Work lacks initiative or creativity. Handing in another project or design to another class for credit will automatically receive an F.

* Final grades will consider perseverance, improvement, attitude, attendance, and participation in-class discussions and critiques.

Grade Disputes
You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting. It would help if you came to our scheduled appointment with specific examples demonstrating that you earned a higher grade than you received. If you miss your scheduled session, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you relinquish your right to a grade dispute.

Incomplete Grades
An Incomplete Grade (“I”) is a non-punitive grade given during the last one-fourth of a semester. An incomplete may be assigned if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as severe illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This Form can be found on the department website and turned in to the department chair before the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

Final Exams
According to the published schedule, final exams must be administered at the designated times. Suppose a student has three final exams scheduled on one day. In that case, they may appeal to their respective faculty member to reschedule one of those examinations for another day during the final examination period. Should none of the faculty members agree to reschedule an examination, the student may appeal to the Dean of their respective major. The decision of the Dean is final. Please consult UNT Policy 06.031 for information on the procedures for requesting rescheduling of final examinations.

Student Perceptions of Teaching (Spot)
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students to confidently provide constructive feedback to their instructor and department to improve the quality of student experiences in the course and is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will
receive an email from “UNT SPOT Course Evaluations via IASystem Notification” (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Health & Safety Program *
Students must follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The Studio Art Health and Safety Program’s goal is to protect all faculty, staff, and students’ health and welfare and cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook: https://art.unt.edu/healthandsafety.

Best Practices for Health & Safety *
- Wash hands regularly and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom.
- Use the spray booths provided.
- Avoid inhaling pigment powder.
- Brush washing occurs at your station with a jar, brush caddy, and paper towel so that as little paint as possible will go down the drain.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

Area Health & Safety Studio Rules
All studio classroom users must follow studio area rules at all times. If you have any questions, ask your instructor.
- In case of emergency, call campus police at (940) 565-3000 or call 911
- File an Incident Report within 48 hours of the emergency event. Forms are located in the CVAD Health & Safety Handbook at https://riskmanagement.unt.edu/sites/default/files/incident_report_form.pdf or in the main office).
- Follow all CVAD Health and Safety handbook guidelines (the handbook will be reviewed by your instructor on the first day of class and can be found here: https://art.unt.edu/healthandsafety).
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted.
- Respect the workspace and your classmates.
- Leave the space cleaner than you found it.
- Clean up and organize your surroundings.
- Throw away any trash (whether it’s yours or not).
- Wipe down the table, sewing machine, and floor at the end of class.
- Wipe down sinks at the end of class.
- Respect other’s work. Do not use or move other students’ work/materials.
- No food or alcohol is allowed in the studio.
• Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
• Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
• Familiarize yourself with the eyewash station.
• Razor blades, X-Acto blades, and any other small sharp refuse go in the sharps container at the SAA station. Do not remove/borrow furniture from rooms without permission from the faculty or D&P coordinator.
• Do not prop classroom doors. Doors must remain closed for the building’s HVAC and ventilation to work correctly.
• Do not create “daisy chains” with multiple electric cords.
• No paint, solvents, or hazardous materials down sinks.
• Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
• First aid kits are located in each studio. Notify your instructor or area technician if supplies are low.
• Report any safety issues immediately to your instructor or area technician.
• All courses must engage at the end of the semester clean up.
• Theft will not be tolerated.
• Follow the CVAD CONTAINER POLICY (see below). There are three types of labels used in CVAD. All containers must have a tag that identifies the contents at all times.
  o UNIVERSAL LABELS (while the chemical is in use): Mark all secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e., watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) with content, your name, and the date opened. All unmarked containers will be disposed of with no notice. Find the labels in the studio before mixing any chemicals. All containers must be marked with your name, contents, and date opened.
  o UNIVERSAL WASTE LABELS (designates the material as waste): All containers solely containing a universal waste must have a universal waste label identifying the contents as “Universal Waste - (a type of universal waste)” that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.
  o HAZARDOUS WASTE LABELS All hazardous waste containers must be labeled, identifying the hazardous contents. Labels should include all constituents in the waste mixture and the approximate percentage of the total for that item. All components should equal 100%.

**Statement on Face Covering**
“Students are required to wear face-coverings during this class. If you cannot wear a face-covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face-covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

UNT requires the use of face coverings by all community members inside the building and in public settings outside, especially where other social distancing measures are difficult to
maintain (e.g., common workspaces, meeting rooms, laboratories, classrooms, etc.).
Appropriate use of face coverings is critical in minimizing risks to others near you. The CDC recommends wearing face coverings to prevent the spread of COVID-19. Learn more about the CDC recommendations for what to consider when wearing masks, including not wearing masks with exhalation valves or vents. While face coverings do help prevent the spread of COVID-19, they are not a substitute for social distancing. Everyone is strongly encouraged to maintain social distancing AND wear face coverings while transitioning in hallways, doorways, elevators, etc. Learn more about UNT’s guidelines and resources for face coverings at https://healthalerts.unt.edu/return/mask-faqs”

Cleaning and Disinfecting
Each classroom will be thoroughly cleaned by custodial staff each night. Each classroom will be equipped with sanitizing spray and other cleaning supplies - look for the green camo bucket! Students may use these cleaning supplies to sanitize their classroom space when they arrive and leave. Supplies will be replenished nightly by custodial staff, but if you find that the supply has been exhausted, please let me know.

Emergency Notification & Procedures *
UNT Emergency Guide: https://emergency.unt.edu/about-us

“UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans for covering course materials.”

Success in Online Courses
“How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

Working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. At UNT, the Student Help Desk can help with Canvas or other technical issues.

UIT Help Desk: UIIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In-Person: Sage Hall, Room 130
Walk-In Availability: 8:00 a.m.-9:00 p.m.
Telephone Availability:
  Sunday: noon-midnight
  Monday-Thursday: 8:00 am-midnight
  Friday: 8am-8pm
  Saturday: 9am-5pm
Laptop Checkout: 8am-7pm
For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Student Support Services

Mental Health
UNT provides mental health resources to students to help ensure numerous outlets can turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Academic Support Services

Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
Academic Success Center (https://success.unt.edu/asc)
UNT Libraries (https://library.unt.edu/)
Writing Lab (http://writingcenter.unt.edu/)
MathLab (https://math.unt.edu/mathlab)

Other Student Support Services

COVID-19 Hotline (844-366-5892, COVID@unt.edu)
Registrar (https://registrar.unt.edu/registration)
Financial Aid (https://financialaid.unt.edu/)
Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
Career Center (https://studentaffairs.unt.edu/career-center)
Multicultural Center (https://edo.unt.edu/multicultural-center)
Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
Pride Alliance (https://edo.unt.edu/pridealliance)
UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

UNT Policies
Confidentiality in the Classroom
“Except when disclosure may be required by state or federal law, students have the right to the confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisors, or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and
consent of the student.
Students have the responsibility to state clearly what is and what is not confidential disclosure.”

Proctoring
“The Professional & Academic Testing Center offers test proctoring services to the DFW community members. For UNT students needing to take an on-campus exam for UNT professor or specific UNT class, please visit the Sage Hall Testing Center.” https://it.unt.edu/test"

Academic Integrity Policy
“Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.”

Disability Accommodation *
“The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is confirmed, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member before implementation in each class. Students are strongly encouraged to deliver reasonable accommodation letters during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.”

Retention of Student Records
“Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management, and Retention for additional information.”
Acceptable Student Behavior
“Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.”

Access to Information - Eagle Connect
“Students’ access point for business and academic services at UNT is located at my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward email Eagle Connect (https://it.unt.edu/eagleconnect).”

Sexual Assault Prevention
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) have experienced any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources. UNT’s Student Advocate can be reached through email at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

Art Building Hours
Sunday:       Closed
Monday:       8:00 am – 9:00 p.m.
Tuesday:      8:00 a.m. – 9:00 p.m.
Wednesday:    8:00 a.m. – 9:00 p.m.
Thursday:     8:00 a.m. – 9:00 p.m.
Friday:       8:00 am – 5:00 p.m.
Saturday:     Closed